

## Checklist for choosing bibliographic software

Below are some questions which you should ask when deciding whether to use bibliographic software, and selecting which program to use. Talk to your supervisor, and other staff and students, to find out their experience of using bibliographic software.

Remember, that many software providers will offer a trial version for use free of charge.

Consideration	Notes
<b>Existing support</b>	
Are any programs provided by my Department or University?	
Is any user support provided by my Academic or IT Department?	
What user support is offered by the software provider or elsewhere? (egs online help, discussion lists)	
<b>Requirements of my bibliography</b>	
Will the software produce references and bibliographies in the style that I need? (remember that most programs allow for more than one style, and several allow for customisation)	
Will I be able to enter information for all the types of material that I will consult?	
<b>Keeping back-ups</b>	
Will the software enable me to make a copy of my database?	
Can I save my data in another format, for use with other software (eg Excel)?	
<b>My resources and use of IT</b>	
Would I feel confident using and learning to use this software?	
What machines will I need to run the software on? (egs home PC, laptop)	
Will the licence allow me to run the software on all the machines that I need?	
Do these have enough disk space and memory to run the software?	
Is this software compatible with my operating system?	
How much time will it take me to copy across my existing references? (are there any that I need to copy?)	
Can I afford it? ( <b>Remember to ask if a student discount applies</b> )	
<b>Any other considerations</b>	